NOTICE OF PUBLIC MEETING & AGENDA

TRAFFIC SAFETY COMMISSION
7:00 PM, Monday, February 11, 2013
Public Safety Building, 401 E Third Street, Newberg

"Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community."

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. CONSENT CALENDAR

VI. PUBLIC HEARING

A. TSC-12-001: N College/Sheridan Intersection Safety

VII. NEW BUSINESS

IIX. OLD BUSINESS

A. TSC-13-002: E First/Grocery Outlet Driveway – Status on No Parking Request
B. TSC-13-008: Spaulding Oaks Driveway – No Parking Request

IX. STAFF REPORTS – GENERAL INFORMATION

A. Police Update.
B. Engineering Update
- Traffic Safety Workshop for Non-Engineers & Public on February 23, 2013 – Free to attendees

X. ADJOURNMENT – Next meeting March 11, 2013

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

POSTED: February 5, 2013

City of Newberg

PUBLIC WORKS DEPARTMENT
Engineering Division
P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132
Tel 503.537.1240 • Fax 503.537.1277

MEMORANDUM

January 4, 2013

To: Newberg Traffic Safety Commission
Cc: Jay Harris, PE, City Engineer; Brian Casey, PD Chief; Mary Newell, PD Support Services Manager
From: Paul Chiu, PE, Senior Engineer
RE: TSC-12-001 \Safety Concerns at N. College and Sheridan Streets

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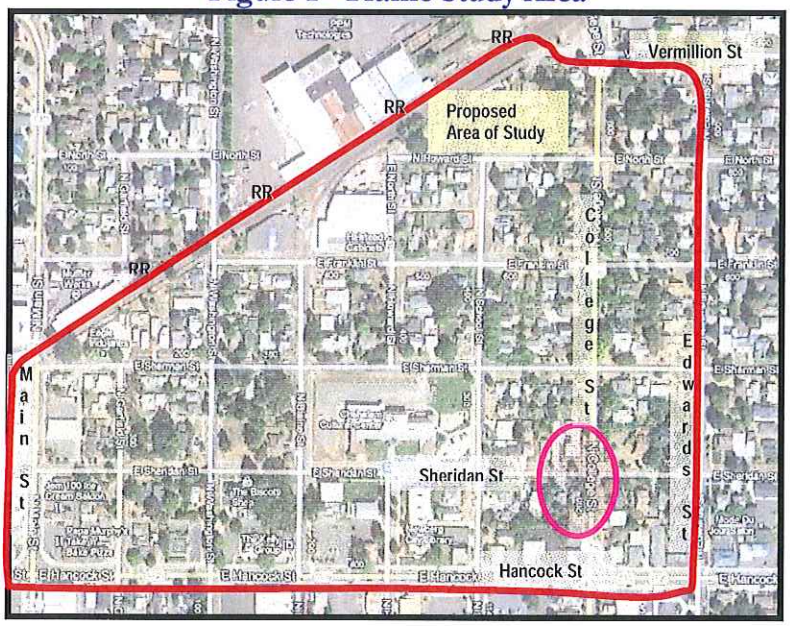
Background Information:

City receives calls regarding traffic safety at the intersection of N. College and Sheridan Streets each year. Residents on N. College Street spoke to Newberg Traffic Safety Commission (TSC) about their concerns in November 2011.

DKS Associates, a traffic engineering consultant, was hired to perform a traffic study on May 18, 2012 after TSC approved the motion on January 9, 2012. A larger neighborhood area enclosed by Main Street on the west, Hancock Street on the south, Edwards Street on the east, and Vermillion Street and the Portland and Western Railroad on the north was identified for the study (see **Figure 1** below).

Figure 1 –Traffic Study Area

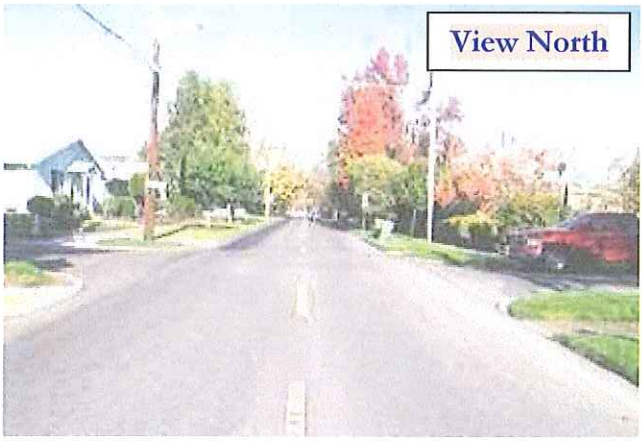


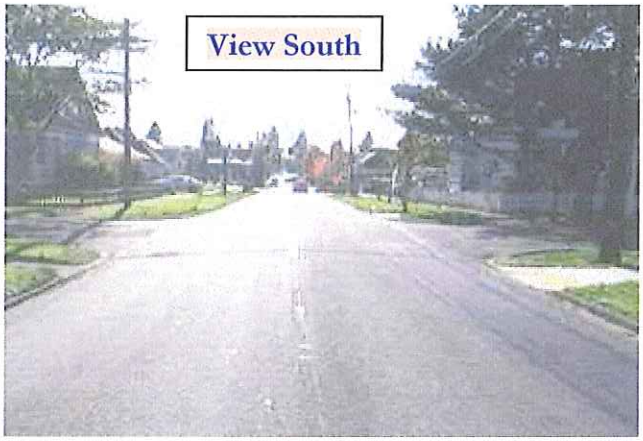
The consultant completed the traffic study with eight possible solutions to resolve the safety issues at the N. College Street/Sheridan Street intersection in September 2012 (see the following **Figure 2** for a summary). See **Exhibit A** for the entire study.

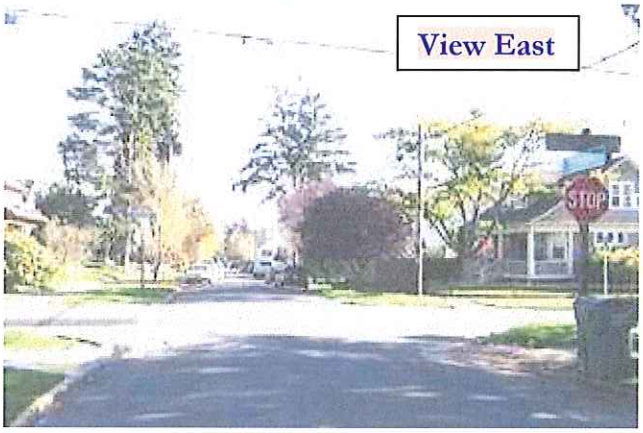
Figure 2 – Content of the College Street Neighborhood Traffic Study

Section 1	Introduction (of Study Area)
Section 2	Existing Conditions and Demonstrated Needs Travel Conditions Sight Distance Considerations Safety Considerations
Section 3	College Street/Sheridan Street Solutions
Section 4	Cultural District Safety and Circulation Solutions Cut-through Traffic
Section 5	Cultural District Recommended Solutions College Street/Sheridan Street Recommended Solutions

Current Views of the College/Sheridan Intersection:







The First Alternative Solution:

The first alternative solution that is recommended by the consultant would be the installation of a right turn only traffic separator. The study indicates that:

… [It] is one of the least cost solutions, and would be expected to improve safety at the intersection most effectively. There would be no associated property impacts and only a small amount of traffic would be expected to divert to Sherman Street from Sheridan Street (traffic that previously traveled through or made left-turns at the College Street/Sheridan Street intersection). Raised plastic bollards would be installed along the centerline of College Street and would not be expected to reduce overall lane widths.

The curb to curb width of N. College Street is 24.10 feet, measured at a location just north of the College/Sheridan intersection. The distance from the face of curb (on the west side of N. College Street) measured to the center of the double yellow centerline striping is 12.60 feet. There is no proposed change to the existing cross section of N. College Street other than adding the raised plastic bollards as a separator along the centerline of the roadway. The College/Sheridan intersection would completely be right-in and right-out only. There have been collisions at this intersection that could potentially be reduced by restricting the Sheridan Street approaches to N. College Street to right-in and right-out only.

The study was forwarded to the Oregon Department of Transportation (ODOT) in September 2012 because N. College Street (also known as Hillsboro-Silverton Highway No. 140 or OR219) is under their jurisdiction. Additional information was sent to ODOT upon their request in November 2012 as they evaluate whether the recommended solutions would be acceptable.

ODOT's Jurisdiction:

ODOT indicated that this section of OR219 is not a designated freight route per ORS 366.215. See **Exhibit B** for the ORS detail.

Christy Jordan, Freight Mobility Coordinator in the ODOT Motor Carrier Transportation Division (MCTD) indicated on November 9, 2012 that they still want to have discussions on the non-designated freight routes:

... in order to address concerns about the decoupling of nondesignated freight routes from the current forum (which is specific to activities that may affect the capacity on freight designated routes), follow the following discipline. During the public outreach and public participation for planning and project delivery the appropriate ODOT region will contact the MCTD. MCTD will then inform statewide/local freight stakeholders of the planning and project delivery efforts on nonfreight routes. Statewide/local freight stakeholder input shall be directed to the appropriate project manager or lead for the given planning or project effort in the appropriate forum. At that time, local jurisdiction representatives, business interests, and statewide and local freight stakeholders will all be engaged on planning and project delivery issues.

When, in the project manager's or lead's review, a freight issue raised during public outreach and public participation cannot be resolved, the project manager will immediately elevate the issue to the appropriate ODOT region manager, who will consult with the MCTD administrator. The region manager has the discretion to engage the ODOT Mobility Committee, made up of the director and the administrators of Highway, MCTD and Transportation Development. In such event, the ODOT Mobility Committee will make the final decision.

Nikki Bakkala, Permits Program Coordinator in the ODOT/MCTD indicated in an email to City staff on January 4, 2013 that:

... The project as described for the intersection of OR219/College Street and Sheridan Street (to install raised plastic bollards along the centerline of the roadway on OR219/N College Street and restricting the Sheridan Street approaches

to N College Street to right-in and right-out only) has been shared with the freight industry stakeholders as required per the Mobility Procedures Manual. They do not have any issues or concerns with the proposed project as described. … In addition, if work to install the plastic bollards will restrict the length, width, height, or weight of vehicles, then an electronic Highway Restriction Notice (Form #734-2357) will need to be submitted in advance of work taking place as described in Chapter 5 - Notification Requirements per the Mobility Procedures Manual: http://www.oregon.gov/ODOT/MCT/Pages/mobility.aspx#Mobility_Procedures_Manual …

In summary, ODOT does not have any concerns with this first alternative solution. It is reasonable to say that an ODOT permit application would be required for this work. The next step would be for the Traffic Safety Commission to determine whether this or any of the other alternative solutions would be acceptable through a public hearing process. Thank you.

NEWBERG COLLEGE STREET NEIGHBORHOOD TRAFFIC STUDY

SEPTEMBER 2012

Exhibit A (for TSC-12-001)
College Street Neighborhood Traffic Study by DKS Associates

DKS

Section 1. Introduction

The Newberg College Street Neighborhood Traffic Study develops solutions to address safety needs for all transportation system users in the neighborhood and specifically at the College Street/Sheridan Street intersection. A recent surge in population in the City, coupled with improvements to the nearby Chehalem Cultural Center, have increased travel demand on the local streets throughout the College Street Neighborhood.

The neighborhood is bounded by heavily traveled state highways on three sides and a rail line to the north. The state routes include OR 99W- Hancock Street and 1st Street to the south, OR 219- College Street to the east, and OR 240- Main Street to the west, and the Portland and Western Rail line crosses diagonally along the north edge. This neighborhood can be used to avoid periodic congestion on the surrounding state highways, as drivers seek quicker travel routes. Neighborhood residents have recently expressed concerns about safety associated with the increased traffic demand at the local intersections, most notably at the College Street/Sheridan Street intersection.

Study Area

The study area includes the College Street neighborhood in Newberg, and is generally bounded by North Street to the north, Hancock Street to the south, Edwards Street on the east and Main Street to the west, as shown below in Figure 1. This area represents the Cultural District for Newberg and includes the Chehalem Cultural Center, the Newberg City Library, and the Masonic Temple.

Figure 1: Study Area

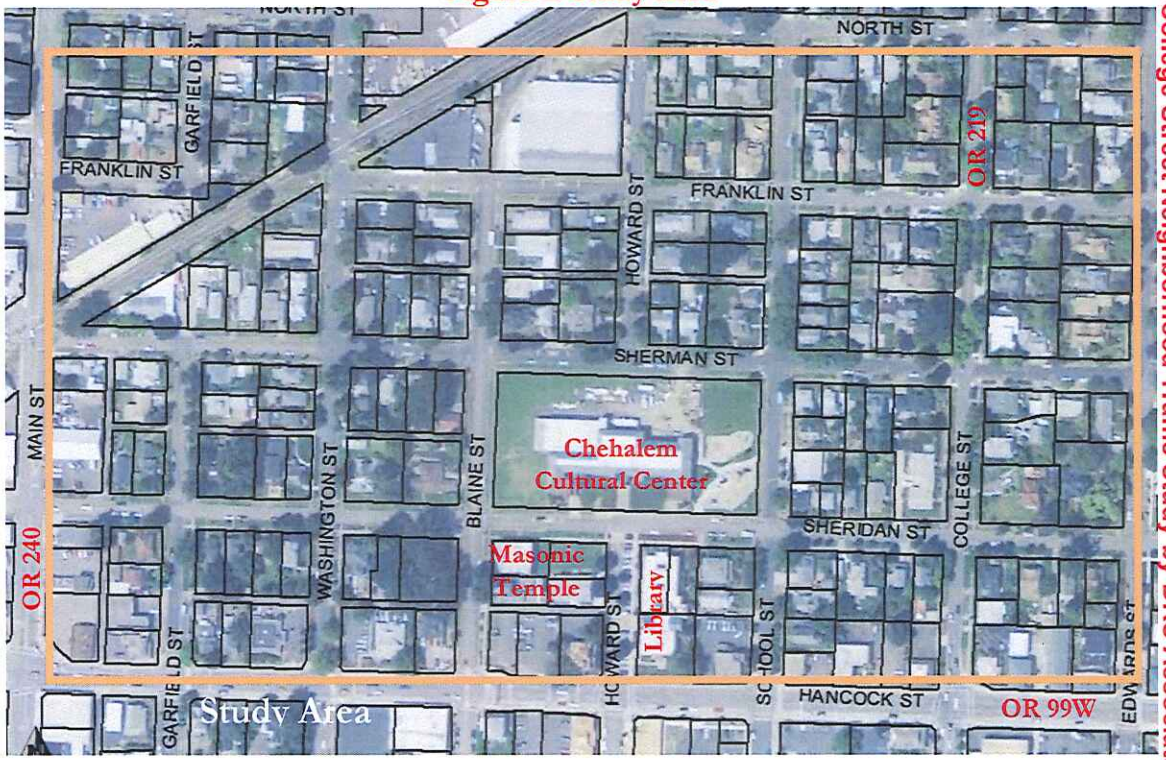


Exhibit A (for TSC-12-001)
College Street Neighborhood Traffic Study by DKS Associates

Section 2. Existing Conditions and Demonstrated Needs

Sheridan and Sherman Streets are two-way local streets with stop control at each intersection between Blaine Street and College Street. These streets connect Main Street (OR 240) with College Street (OR 219) and generally serve most east-to-west travel through the Cultural District. Blaine, School and College Streets provide most of the two-way travel between the Cultural District and the Hancock-1st Street couplet (also known as OR 99W). Howard Street, between Hancock and Sheridan Streets is the only one-way street in the neighborhood. It provides a connection to the City Library for drivers from the south (Hancock and 1st Streets).

All of the City streets within this neighborhood are classified as local streets; they are developed in a well-spaced grid system that provides convenient access to local properties. The width and layout of the streets vary (see Figure 2). The typical street layout is configured as follows:

- Paved curb-to-curb surface ranging in width from 24 to 36 feet
- On-street parking on both sides, with the exception of Sheridan Street and the portion of Howard and School Streets south of Sheridan Street
- Sidewalks on both sides ranging in width from 5 to 6 feet
- No bike lanes

Figure 2: Street Layouts and Intersection Control

Exhibit A (for TSC-12-001)
College Street Neighborhood Traffic Study by DKS Associates

Figure 3: Daily Traffic Volumes

Figure 4: Travel Speeds

Travel Conditions

College Street is a two-lane highway that lacks bicycle facilities, and does not allow on-street parking. The roadway is 24 feet wide between curbs. On an average day[1], the highway carries approximately 6,500 vehicles near Sheridan Street (see Figure 3 for the directional volumes). About 700 vehicles per day approach College Street on Sheridan Street, with 550 vehicles arriving from the west and 150 vehicles from the east. Most of the vehicles traveling away from College Street along Sheridan Street are heading eastbound (300 of the 500), either traveling across or turning from College Street. Overall, daily traffic volumes along eastbound Sheridan Street are double that of the westbound direction.

The posted speed along College Street is 25 miles per hour; however, most drivers approaching Sheridan Street travel at or below speeds of 30 miles per hour in the northbound direction and 34 miles per hour in the southbound direction[2] (see Figure 4). Most drivers on the side streets travel at or below speeds of 23 miles per hour. This is generally due to the relatively narrow paved surfaces along Sheridan and Sherman Streets (30 feet or less curb to curb) and the presence of on-street parking.

[1] Traffic data collected between 10/12 to 10/14/10 for Sheridan Street west of College Street; 11/2 to 11/4/10 for Sheridan Street east of College Street; and 1/10 to 1/12/12 for College Street.

[2] As determined by the 85th percentile speed for College Street, which is defined as the speed below which 85 percent of the vehicles are traveling.

Sight Distance Considerations

Based on these travel speeds, drivers should have at least 335 feet of sight distance when attempting to turn onto or cross College Street from side streets[3] (such as Sheridan and Sherman Streets). In addition, drivers on College Street should be able to see vehicles at least 200 feet in advance of the intersection[4] to allow sufficient reaction time to obstacles entering the roadway.

During a site visit (June 2012) it was found that adequate sight distance would not be available under current conditions for the eastbound Sheridan Street approach to College Street. Looking north from this approach, trees obscure and limit the sight distance to approximately 180 feet. Looking south from this approach, landscaping and queued vehicles block the view and limit the existing sight distance to less than 20 feet during congested periods of the day.

It was observed in the field that as eastbound vehicles on Sheridan creep out from the stop line to cross College Street or turn left, the sight distance is further reduced as the queued vehicles completely block the view of northbound vehicles on College Street. It was reported by local citizens that this type of creeping behavior is fairly common during peak hours.

Exhibit A (for TSC-12-001)
College Street Neighborhood Traffic Study by DKS Associates

[3]Based on the American Association of State Highway and Transportation Officials (AASHTO) sight distance requirements for safe egress as measured from 15 feet back from the edge of the travelled way with a 30 mile per hour design speed, Exhibit 9-55, p. 661.

[4]Ibid

Safety Considerations

Collisions at the College Street/Sheridan Street intersection have remained fairly steady over the past five years (2007 through 2011), ranging from one collision in both 2007 and 2009 to three in both 2008 and 2011[5]. No collisions were reported in 2010 at the intersection.

The total number of crashes experienced at an intersection is typically proportional to the number of vehicles entering it. Therefore, a crash rate describing the frequency of crashes per million entering vehicles (MEV) is used to determine if the number of crashes should be considered high. Using this technique, a collision rate of 1.0 MEV or greater is commonly used to identify when collision occurrences are higher than average and should be further evaluated. In 2008 and 2011, the intersection had crash rates over the 1.0 threshold. The collisions were further evaluated at this intersection to see if any trends exist.

The College Street/Sheridan Street intersection is two-way stop controlled, with Sheridan Street yielding the right-of-way. Most of the collisions at this intersection were angle type collisions (7 of the 8 collisions) meaning one vehicle pulled out in front of another. Of the seven angle type collisions, four were traveling eastbound and three westbound across College Street. In addition, seven of the eight collisions at this intersection over the past five years occurred during the weekday evening peak period (between 3 to 6 p.m.). This may indicate that temporary queued vehicles are limiting sight distance during the evening peak period. Although the trees obscure sight distance for the eastbound approach to College Street, they do not appear to contribute to collisions at the intersection. However, pruning the low hanging branches would ensure that the sight triangle remains clear.

The next section explores possible solutions to resolve the safety issues identified at this intersection.

[5]Based on the past five year of collision data, 2007 through 2011, ODOT Crash Analysis and Reporting Unit

Section 3. College Street/Sheridan Street Solutions

Eight alternatives solutions were reviewed for the College Street/Sheridan Street intersection as summarized below, and illustrated in Figures 5a and 5b.

- **Right-turn only Traffic Separator Alternative**

  Benefits: Low cost

  Shortfalls: Will restrict left-turns from College Street and left/through movements from Sheridan Street; may increase traffic on Sherman Street.

  Estimated Cost: $2,000

- **Right-turn only Signing Alternative**

  Benefits: Lowest cost

  Shortfalls: Least effective solution as drivers often ignore the signs

  Estimated Cost: $500

- **One-way Sheridan from College to School Alternative**

  Benefits: Potential to increase on-street parking along Sheridan Street

  Shortfalls: May increase traffic on Sherman Street

  Estimated Cost: $10,000

- **One-way Sheridan from College to Main Alternative**

  Benefits: Potential for a smaller street cross-section through the Cultural District and enhanced pedestrian accommodations

  Shortfalls: Could increase driver confusion with one-way streets; may increase traffic on Sherman Street

  Estimated Cost: $35,000

- **Dead-end Sheridan Street Alternative**

  Benefits: The westbound approach to College Street would remain open

  Shortfalls: Not enough right-of-way to construct the required 90 foot diameter turn-around circle

  Estimated Cost: $95,000

- **Vehicle Actuated Variable Message Sign Alternative**

  Benefits: All movements at the intersection would be maintained

  Shortfalls: Would require a controller and cabinet, loops or video detection devices, and LED message signs.

  Estimated Cost: $105,000

- **Add Signal Green Time at College / Hancock for southbound traffic**

  Benefits: More vehicle through-put for the College Street approach to 99W

  Shortfalls: Limited benefit to vehicle queuing depending on increased green time; possible offsetting impacts with longer queues on 99W

  Estimated Cost: $1,500

- **College Widening Alternative**

  Benefits: Construct more queue storage at the College Street approach to Hancock Street

  Shortfalls: Expensive; would require removal of the landscape buffer on the west side of College Street and possible property acquisition

  Estimated Cost: $90,000

DKS

Figure 5a: The Eight Alternatives

Right-turn only Traffic Separator Alternative would restrict the Sheridan Street approaches to College Street to right-in, right-out only. Yellow pavement markings and raised plastic bollards would be constructed along the centerline of College Street at the Sheridan Street intersection. Right-turn only signs would be added to the Sheridan Street approaches to College Street.

Right-turn only Signing Alternative would restrict the Sheridan Street approaches to College Street to right-in, right-out only through signing. Right-turn only signs would be added to the Sheridan Street approaches to College Street.

One-Way Sheridan from College to School Alternative would modify Sheridan Street to be one-way westbound between College and School Streets. Corner curb bulb-outs would be constructed at the southwest corner of the College Street/Sheridan Street intersection and the southeast corner of the School Street/Sheridan Street intersection.

One-Way Sheridan from College to Main Alternative would modify Sheridan Street to be one-way westbound between College and Main Streets. Corner curb bulb-outs would be constructed at the southwest corner of the College Street/Sheridan Street intersection and the southeast corner of the Main Street/Sheridan Street intersection.

Figure 5b: The Eight Alternatives

Dead-end Sheridan Street Alternative would modify Sheridan Street to dead-end to the west of College Street. A 90 foot diameter circular turn-around would be constructed to serve emergency vehicles. Public walkways would provide walking and biking connections to College Street from the cul-de-sac.

Vehicle Actuated Variable Message Sign Alternative would install warning devices on Sheridan Street that instruct drivers of conflicting cross traffic on College Street. Graphical signs would be installed on College Street to warn drivers of approaching vehicles on Sheridan Street. Would require a controller and cabinet, loops or video detection devices, and LED message signs.

Signal Timing Alternative would modify the signal timing at the College Street/Hancock Street intersection. This would require ODOT coordination. The modified timing would provide additional green time for the College Street approach during the peak periods and reduce queues that limit sight distance.

College Widening Alternative would widen the southbound College Street approach to Hancock Street to provide 150 feet of storage for right turning vehicles.

Exhibit A (for TSC-12-001)
College Street Neighborhood Traffic Study by DKS Associates

Section 4. Cultural District Safety and Circulation Solutions

Traffic data collected along Sheridan and Sherman Streets between College and School Streets suggests that most drivers are traveling at or below speeds of 22 miles per hour. This is generally due to the relatively narrow paved surfaces along Sheridan and Sherman Streets (33 feet or less curb to curb) and the presence of on-street parking.

Sidewalks exist on both sides of most streets within the Cultural District. This coupled with the narrow street widths and low travel speeds allow safe pedestrian circulation between the Chehalem Cultural Center, the Library, Masonic Temple and the surrounding neighborhood. A few solutions, outlined later in this document, could further enhance pedestrian safety and circulation within the Cultural District.

Cut-through Traffic

Overall, the potential for drivers to utilize Sherman and Sheridan Streets as cut-through routes to avoid congestion on Hancock and 1st Streets between Main and College Streets is expected to be low under each solution evaluated. However, the potential is slightly higher along Sheridan Street due to fewer stop signs along the route. Drivers traveling along Sherman Street between Main and College Streets are required to stop at each cross-street with the exception of the Garfield and Howard Street intersections, while drivers on Sheridan Street must stop at only Blaine and School Streets (as shown in Figure 6). To further discourage cut-through traffic, and enhance pedestrian circulation adjacent to the Cultural Center, all-way stop control could be added to the Howard Street intersections with Sherman and Sheridan Streets.

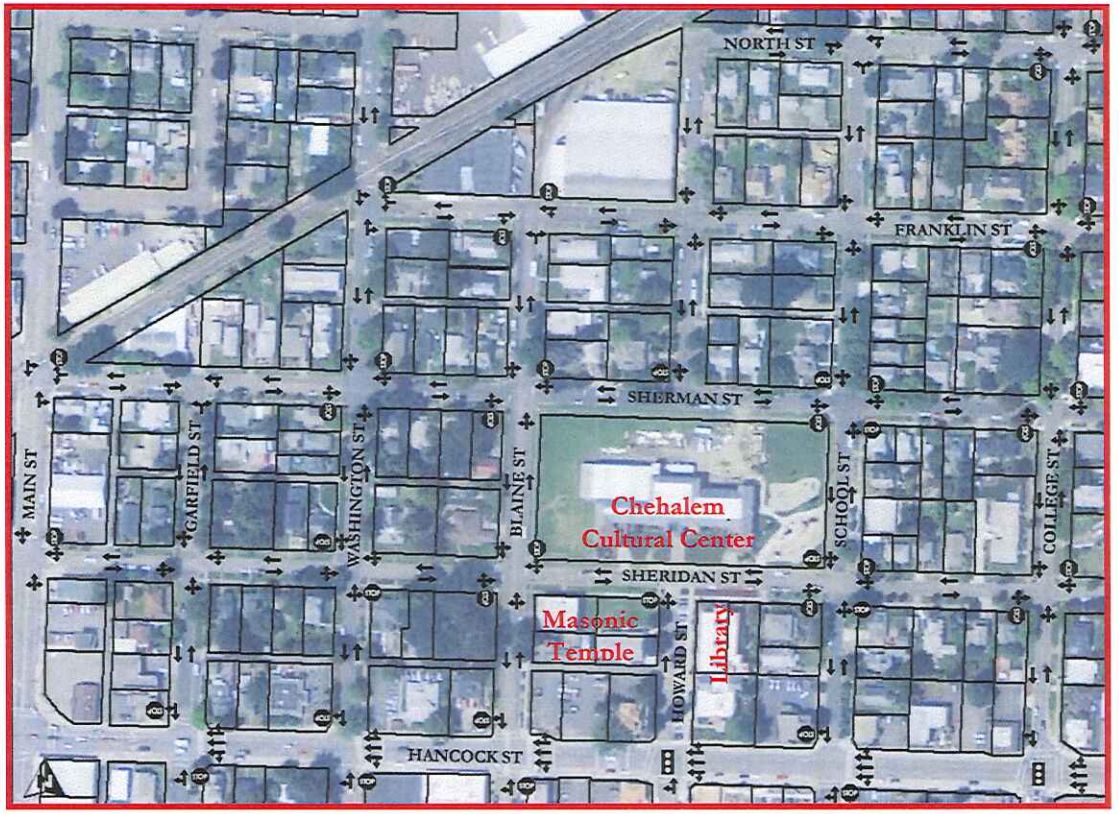


Figure 6: Cultural District Intersection Control

Exhibit A (for TSC-12-001)
College Street Neighborhood Traffic Study by DKS Associates

Section 5. Cultural District Recommended Solutions

The following solutions would improve safety for pedestrian and discourage drivers from utilizing Cultural District streets as cut-through routes. The numbers shown below correspond with those shown in Figure 7.

Short-term solutions

1. Convert the Sherman Street/Howard Street intersection to an all-way stop

   Benefits: Discourage cut-through traffic and enhance pedestrian circulation; provides an opportunity for a mid-block pedestrian crossing to the Cultural Center

   Shortfalls: Increased delay for residents of the neighborhood

   Estimated Cost: $3,000

2. Convert the Sheridan Street/Howard Street intersection to an all-way stop

   Benefits: Discourage cut-through traffic and enhance pedestrian circulation

   Shortfalls: Increased delay for residents of the neighborhood

   Estimated Cost: $3,000

Medium-term solutions

3. Add a curb extension into the parking lane on the south side of Sherman Street/Howard Street intersection. Add striped cross-walks and curb ramps to all legs. Create a direct connection from the curb extension south through the parking lot, connecting to the Cultural Center.

   Benefits: Slow down drivers and enhance pedestrian circulation to the north of the Cultural Center; potential to add pedestrian amenities

   Shortfalls: A few on-street parking spots would be eliminated

   Estimated Cost: $6,500

4. Add a curb extension into the parking lane on the north side of Sheridan Street/Howard Street intersection. Re-stripe the cross-walks on Sheridan Street and add a curb-ramp to the northeast leg of the intersection.

   Benefits: Slow down drivers and enhance pedestrian circulation to the south of the Cultural Center; direct connection from the library to the entrance of the Cultural Center; potential to add pedestrian amenities

   Shortfalls: Removal of a portion of the parking lane that was recently added along the north side of Sheridan Street

   Estimated Cost: $3,000

5. Add on-street parking on the north side of Sheridan Street between Blaine and Howard Streets by removing the landscaping strip. Allow 24-hour parking on both sides of the street.

   Benefits: Increased parking for homeowners/Cultural District visitors and comfort for pedestrians walking along the sidewalk

   Shortfalls: Elimination of the landscape buffer on the north side of the street

   Estimated Cost: $7,500

Long-term solutions

6. Add pedestrian-scale street lighting around the Chehalem Cultural Center along Blaine Street, Sherman Street, School Street and Sheridan Streets (similar to the lighting in front of the library as shown in the figure below).

   Benefits: Increased comfort, safety and security for pedestrians walking in the Cultural District; increase the willingness of pedestrians to walk to parking farther away

   Shortfalls: Most expensive; could increase maintenance costs associated with the lighting

   Estimated Cost: $17,000

7. Consider adding on street parking along the north side of Sheridan Street between Washington and Blaine Streets (**Estimated Cost:** $7,500), and School and College Streets (**Estimated Cost:** $10,000) by removing the landscaping strip.

   Benefits: Increased parking for homeowners/Cultural District visitors and comfort for pedestrians walking along the sidewalk

   Shortfalls: Elimination of the landscape buffer on the north side of the street; parking would be a block away from the Cultural Center

Figure 7: Cultural District Solutions

Exhibit A (for TSC-12-001)
College Street Neighborhood Traffic Study by DKS Associates

Section 5. College Street/Sheridan Street Recommended Solutions

The recommendation for the College Street/Sheridan Street intersection is the Right-turn only Traffic Separator Alternative. As shown in Table 1, this alternative is one of the least cost solutions, and would be expected to improve safety at the intersection most effectively. There would be no associated property impacts and only a small amount of traffic would be expected to divert to Sherman Street from Sheridan Street (traffic that previously traveled through or made left-turns at the College Street/Sheridan Street intersection). Raised plastic bollards would be installed along the centerline of College Street and would not be expected to reduce overall lane widths (see Figure 8 for an example).

The only other solution that would be most effective at improving safety at the College Street/Sheridan Street intersection (Vehicle Actuated Variable Message Sign Alternative) has that highest estimated project cost. Overall, the Right-turn only Traffic Separator Alternative would be expected to provide the most benefit on a dollar-for-dollar basis.

Table 1: Comparison of the Alternative Solutions for the College Street/Sheridan Street Intersection

Alternative	Property Impacts	Traffic Diversion Potential	Safety Effectiveness	Estimated Cost
Right-turn only Traffic Separator Alternative	None	Low to Sherman Street	Most Effective	$2,000
Right-turn only Signing Alternative	None	Low to Sherman Street	Least Effective	$500
One-way Sheridan from College to School Alternative	None	Moderate to Sherman Street	Effective	$10,000
One-way Sheridan from College to Main Alternative	None	High to Sherman Street	Effective	$35,000
Dead-end Sheridan Street Alternative	High	Moderate to Sherman Street	Effective	$95,000
Vehicle Actuated Variable Message Sign Alternative	None	None	Most Effective	$105,000
Add Signal Green Time at College / Hancock for southbound traffic	None	None	Effective	$1,500
College Widening Alternative	High	None	Effective	$90,000

Exhibit A (for TSC-12-001)
College Street Neighborhood Traffic Study by DKS Associates

Long-term, the City may wish to explore (in coordination with ODOT) the possibility of modifying the southbound Main Street approach to 1st Street (Highway 99W) to include a left-turn lane and a shared through/left-turn lane. This configuration would allow dual left-turns to 1st Street (Highway 99W). Additional data collection and analysis would likely be required by ODOT to support this consideration.

Figure 8: Example of Plastic Bollards along the Street Centerline restricting left-turns

Exhibit B (for TSC-12-001)
http://www.oregon.gov/ODOT/TD/TP/docs/ors366/guidance.pdf

Draft Modified - Guidelines for Implementation of ORS 366.215
No Reduction of Vehicle-Carrying Capacity
Approved by HLT 03/17/11 Revised 06/12/12

General

This guidance document applies to all projects in planning, project development, development review and maintenance projects on applicable state highways. The statute is presented on page 3. Page 4 of this document consists of a flow diagram of the process to use to implement this statute.

Hole-in-the-Air

The term hole-in-the air refers to the entire roadway, not just the load on the road at any particular moment. We need to think of a Reduction of Vehicle-carrying Capacity (RVC) the same way the freight stakeholders do - if they can get through the highway segment today, they want to get through there tomorrow. Assume that a proposed change reduces capacity if this condition is no longer true. Proposed striping changes that have the effect of narrowing lanes and/or the overall usable width of a highway are considered as affecting the hole-in-the-air.

Applicable State Highways

The ORS 366.215 routes consist of the Oregon Highway Plan (OHP) freight routes, the National Network and seven additional routes. Link to ORS 366.215 routes. Projects on ORS 366.215 routes must follow the process in the flow diagram to the appropriate endpoint (Step 3a, 4 or 5b).

Communications

Communication should take place early on with your Region Mobility Liaison, the MCTD and freight stakeholders. Contact the MCTD Freight Mobility Coordinator (503-378-6192) to find out if a proposed change would reduce the hole-in-the-air. This determination could be made via email. If the proposed change would reduce the hole-in-the-air, contact the Over-Dimensional Permit Coordinator to schedule a meeting with the freight stakeholders to obtain their input. While these guidelines do not cover all state highways, coordination with appropriate stakeholders (including freight stakeholders) during public outreach is identified in other guidance documents (Including, but not limited to: TSP Guidelines, IAMP Guidelines, and ODOT Project Delivery Public Involvement Resource Guide).

The ODOT sponsor for the proposed project or design feature is typically Planning, District or Project Delivery staff directly involved. The project sponsor should document the outcome of each step and communicate with the local government (if appropriate) throughout this process.

MCTD Needs

1. Location map, highway milepoints.

2. Brief description of the problem or issues. Be very clear and thoughtful about describing the need for and importance of the proposed change (e.g. safety, operations, livability, economics).

3. Brief description of the proposed change.

4. Diagram of the existing roadway cross section
   - Widths for travel lanes, shoulders, bike lanes, medians, parking, curb to curb dimensions, etc.

   Description of any existing structures or obstacles in the right-of-way that may impact the hole-in-the-air such as signs, guardrails, landscaping, or other roadside features . (Need to consider features beyond the face of curb because there is overhang or off-tracking with some over-dimensional loads.)

5. Information on other pinch points on the highway near the proposed project. (Example – the block to the west of the proposed project has a cross section with travel lanes that are two feet less in width than the width at the project site.)

6. Diagram of the proposed roadway cross section along with any existing or proposed structures or obstacles in the right-of-way that may impact the hole-in-the-air such as medians, landscaping, signs, or other roadside features.

Freight Stakeholder Review

Meeting with the statewide freight stakeholders to discuss your project is the key step in this process. In some cases, design issues can be resolved to the point where the freight stakeholders do not consider the project to be a RVC. Likewise, a proposed project may actually reduce the highway dimensions, but not significantly enough to impede the movement of over-dimensional freight. When either of these conditions occurs, the net effect is a identification of no RVC from the freight stakeholders. These are the types of situations that would lead to Step 3a. of the flow diagram.

It is entirely possible that after you meet with the freight stakeholders there is disagreement about whether or not the project should go forward. Disagreement does not mean that the proposed change is without merit. If the freight stakeholders advise the department that a RVC exists, there are two options to bring requests forward. First, if ODOT determines the proposed action is necessary for safety or access reasons, then the Region Manager can request approval from the OTC. The second option is if there is support for the change by the local government, then the project can be brought before the OTC as indicated in the flow diagram.

Oregon Transportation Commission (OTC) Action

All RVC determinations on ORS 366.215 routes that are unacceptable to the freight stakeholders need OTC approval. The OTC can approve the RVC if safety or access considerations require the reduction. The OTC can also approve an exemption of the statute at the request of a local government where the OTC finds the action to be in the best interest of the state and freight movement is not unreasonably impeded.

Under either option, the ODOT sponsor prepares an OTC packet, identifying the formal requestor (ODOT or the local agency) and requests approval of the RVC exemption of the statute. All requests must be in accordance with the Highway Program Office requirements and are scheduled for an upcoming OTC meeting.

The OTC packet should include a cover memo, a letter of request from the local agency and/or ODOT Region, a staff report from region staff stating why the RVC or the exemption should be approved or disapproved, information on stakeholders (including freight) support or non-support of the request, and a map.

These are the minimum required items to be included in the packet. Depending on the proposal, there may be other items that should be included in the packet. The appropriate stakeholders should be informed of the upcoming OTC meeting well in advance.

Planning Projects

ORS 366.215 applies to all aspects of ODOT's work including planning and affects documents such as, but not limited to Transportation System Plans, refinement plans, and facility plans. Planning documents that propose features that could be a RVC must be in compliance with the statute. Regions may decide to obtain approval for proposed future actions by following this process guideline. However, most planning level documents do not contain the level of detail often required to determine if the action is a RVC or would be supported by the freight stakeholders. In most cases, it is best to wait until project implementation to follow this process. In these cases, it is encouraged for planning documents to include the following statement or equivalent.

> *Planning concept potentially reduces vehicle-carrying capacity of the highway; further evaluation of the project design will be required at the time of implementation to ensure compliance with ORS 366.215.*

ORS 366.215 Creation of State Highways; Reduction in Vehicle-Carrying Capacity

(1) The Oregon Transportation Commission may select, establish, adopt, lay out, locate, alter, relocate, change and realign primary and secondary state highways.
(2) Except as provided in subsection (3) of this section, the commission may not permanently reduce the vehicle-carrying capacity of an identified freight route when altering, relocating, changing or realigning a state highway unless safety or access considerations require the reduction.
(3) A local government, as defined in ORS 174.116, may apply to the commission for an exemption from the prohibition in subsection (2) of this section. The commission shall grant the exemption if it finds that the exemption is in the best interest of the state and that freight movement is not unreasonably impeded by the exemption. [Amended by 1977 c.312 §2; 2003 c.618 §38]

6/6/12 DISCUSSION DRAFT ORS 366.215 - No Reduction of Vehicle-Carrying Capacity FLOW DIAGRAM

HOLE-IN-THE-AIR & ORS 366.215 ROUTES

As early as possible in the planning & development of the proposal, coordinate with MCTD staff to determine if the project will reduce the "hole-in-the-air". If there is no reduction of the hole-in-the-air, you are done with this review process. If the project would reduce the hole-in-the-air, proceed to next step.

1.

FREIGHT STAKEHOLDER REVIEW - PROJECT ON ORS 366.215 ROUTE

Meet with your Region Mobility Liaison, MCTD & freight stakeholders advise the department that a proposed project is a Reduction of Vehicle-carrying Capacity (RVC). In some cases, design issues can be resolved to the point where they do not consider the project to be a RVC. Document their input. Freight stakeholders make a determination resulting in one of the two outcomes shown below.

2.

OR

NO RVC

If the freight stakeholders advise the department that there is no RVC (sometimes achieved through design modification) then document and stop (this review is done).

3a.

RVC NOT SUPPORTED

If the freight stakeholders advise that there is a RVC, document it and proceed to next step.

3b.

SAFETY OR ACCESS CONSIDERATIONS

In this step, ODOT staff determine if the proposed project is necessary for safety or access reasons. If the Region Manager determines this to be true, ODOT will then request that the OTC approve the RVC. ODOT staff puts together the OTC package. Proceed to Step 5b & document outcome of the OTC action.

If the Region Manager determines the project is NOT necessary for safety or access reasons, then communicate this to the local government & inform them that they can proceed to Step 5a. or stop the project review process at this point. Document the outcome.

4.

OR

LOCAL REQUEST

In this step, the local government is requesting that the OTC approve an exemption of the statute and allow the RVC. ODOT staff develops a recommendation, which is reviewed and approved by ODOT management. The recommendation supports or does not support the RVC. ODOT staff are responsible for putting together the OTC package which must include information and recommendations from the local government. The OTC may grant the exemption if it finds it is in the best interest of the state and freight movement is not unreasonably impeded.

5a.

OTC ACTION

In this step, the OTC either approves or denies the RVC request or it approves or denies the request for an exemption of the statute. Document outcome.

5b.

Paul Chiu
Sr. Engineer
503.554.1751

Brian Casey
Chief of Police
503.538.8321

414 East First Street
PO Box 970
Newberg, OR 97132

NOTICE OF PUBLIC HEARING

7:00 PM, February 11, 2013
Public Safety Building
401 E Third Street, Newberg

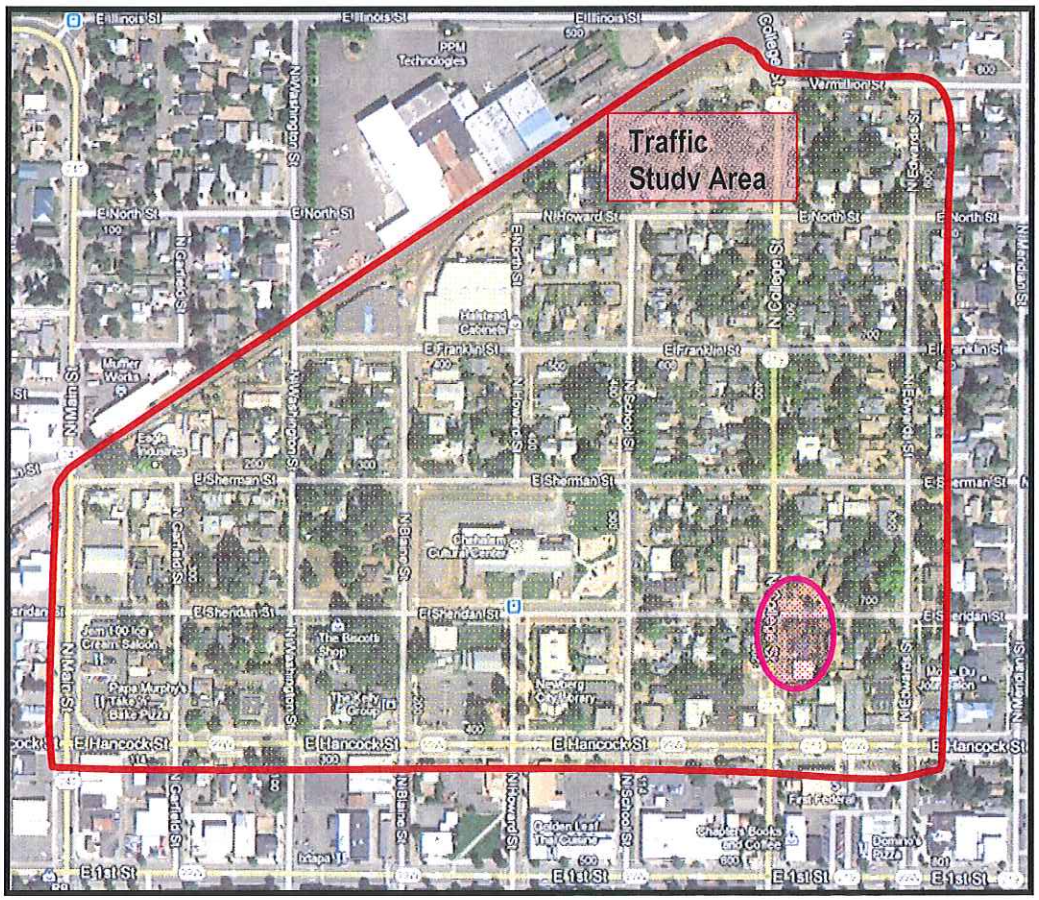
January 29, 2013

Dear Property Owner:

RE: Public Hearing on traffic study with eight possible solutions to resolve safety issues at N College Street & Sheridan Street. (File #TSC-12-001)

The Traffic Safety Commission (TSC) at their meeting on **February 11, 2013,** will hold a public hearing to receive public comments, to consider the report of DKS Associates, a traffic engineering consultant, and to review traffic safety concerns, in particular at N College Street and Sheridan Street.

The report covered a large study area enclosed by Main Street on the west, Hancock Street on the south, Edwards Street on the east, and Vermillion Street and the Portland and Western Railroad on the north (see map below).



"Working Together For A Better Community-Serious About Service"

"To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community."

A copy of the full DKS report is available on the City's website at www.newbergoreogn.gov

The consultant provided eight possible solutions for the N. College and Sheridan Street intersection:

1. Right-turn only Traffic Separator Alternative
2. Right-turn only Signing Alternative
3. One-way Sheridan from College to School Alternative
4. One-way Sheridan from College to Main Alternative
5. Dead-end Sheridan Street Alternative
6. Vehicle Actuated Variable Message Sign Alternative
7. Add Signal Green Time at College / Hancock for southbound traffic
8. College Widening Alternative

You are notified of this public hearing as a neighborhood property owner so as to provide an opportunity to comment on this matter. Written testimony may be submitted before to public hearing by mailing to:

Newberg Traffic Safety Commission
P.O. Box 970, 401 E. Third Street
Newberg, OR 97132
TrafficSafety@newbergoregon.gov

The Traffic Safety Commission may reach a decision on this subject matter. There is a 14-day appeal period should a traffic decision be made at this meeting.

Please call (503) 537-1221 if you have questions or require additional information.

Mary Newell
Newberg Traffic Safety Commission

Enclosure
Cc: Newberg Public Works

City of Newberg

MEMORANDUM

PUBLIC WORKS DEPARTMENT
Engineering Division
P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132
Tel 503.537.1240 • Fax 503.537.1277

February 4, 2013

To: Newberg Traffic Safety Commission
Cc: Jay Harris, PE, City Engineer; Brian Casey, PD Chief; Mary Newell, PD Support Services Manager
From: Paul Chiu, PE, Senior Engineer
RE: TSC-13-002 \Follow up on No Parking Request at Grocery Outlet Driveway

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On January 16, 2013, City informed the Oregon Department of Transportation (ODOT) that the Newberg Traffic Safety Commission had made a Limited Decision two days earlier, to eliminate on-street parking up to 50 feet west of the entrance/exit of the Grocery Outlet parking lot on the north side of East First Street (see Figure 1). Note that parking has never been allowed east of this commercial driveway from the Villa Road corner prior to this request.

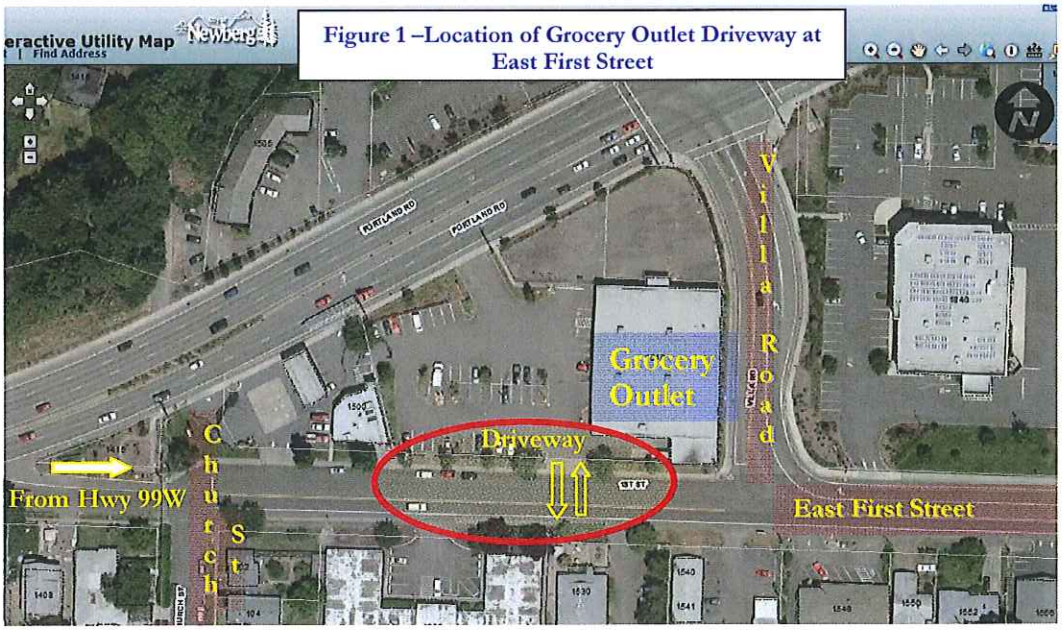


Figure 1 –Location of Grocery Outlet Driveway at East First Street

In response, Mr. Weldon Ryan from ODOT visited the site. He said that ODOT has jurisdictional control over the on-street parking on East First Street. He indicated that there is no apparent justification to implement the requested no parking restriction based on his site visit.

Staff is currently waiting for a formal response to that effect from ODOT. Thank you.

Paul Chiu
Senior Engineer
503.554.1751

Brian Casey
Chief of Police
503.538.8321

414 East First Street
PO Box 970
Newberg, OR 97132

January 25, 2013

Dear Property Owner:

RE: Limited Traffic Decision (File #TSC-13-002)

The Traffic Safety Commission (TSC) at their meeting on Monday, January 14, 2013 made a **Limited Decision** to:

> **Eliminate on-street parking up to 50 feet east and 50 feet west of the entrance/exit of the Grocery Outlet parking lot on the north side of East First Street, and eliminate parking on the corner of Villa Road and East First Street.** (Currently no parking is allowed east of this entrance/exit from the Villa Road corner.)

You are notified as a property owner within 300 feet that you may request the Traffic Safety Commission reconsider their decision and schedule a public hearing on this Limited Traffic Decision by submitting written comments within fourteen (14) days of the date of this letter to:

Newberg Traffic Safety Commission
P.O. Box 970, 401 E. Third Street
Newberg, OR 97132
TrafficSafety@newbergoregon.gov

Any party appearing before the commission, either in written form or by oral testimony, the city manager, and the chief of police have the authority to appeal the decision of the commission. If two or more owners request a public hearing, a special public hearing will be scheduled and property owners within 300 feet will be notified. Those persons who submit written or oral testimony at the special public hearing may appeal the final decision of the Commission to the Newberg City Council.

The appeal process is explained in §2.15.450 Appeals of decisions of the Newberg Municipal City Code, enclosed, or you may access it at the city website: www.newbergoregon.gov. Please call (503) 537-1221 if you have questions or require additional information.

Mary Newell
Support Services Manager
Newberg Traffic Safety Commission

Enclosures
cc: Newberg Public Works

City of Newberg

MEMORANDUM

PUBLIC WORKS DEPARTMENT
Engineering Division
P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132
Tel 503.537.1240 • Fax 503.537.1277

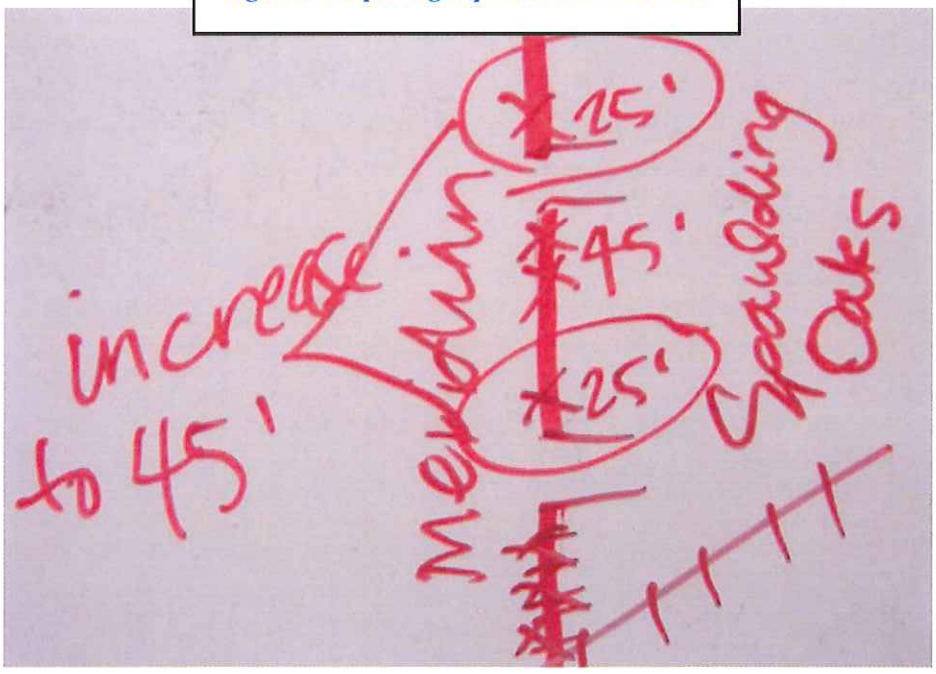
February 4, 2013

To: Newberg Traffic Safety Commission
Cc: Jay Harris, PE, City Engineer; Brian Casey, PD Chief; Mary Newell, PD Support Services Manager
From: Paul Chiu, PE, Senior Engineer
RE: TSC-13-008 \Spaulding Oaks Driveway – No Parking Request for 45 feet

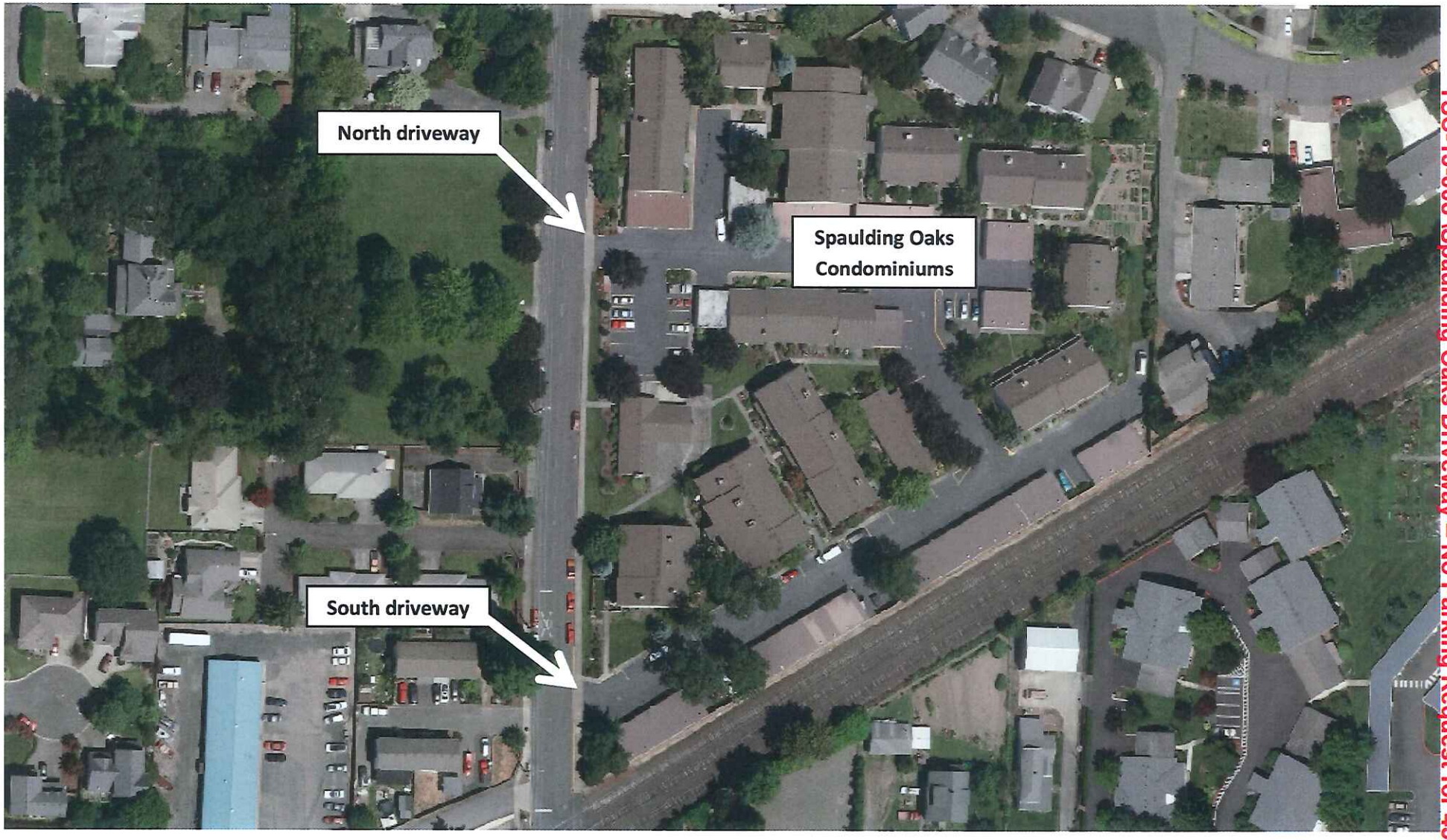
On February 4, 2013, Spaulding Oaks homeowners requested through Jessica Nunley that the no parking limits on the east side of Meridian Street at their driveways be changed from the current 25 feet to 45 feet (see Figure 1). Note that the same restriction would apply for the new residential development on the opposite side (west side) of Meridian Street. See the second page for the location of Spaulding Oaks.

The request is understandable and may provide an improved visibility of oncoming traffic on Meridian Street. The only drawback is to lose two parking spaces. Thank you.

Figure 1 –No parking request at Meridian Street



Spaulding Oaks Condominiums Homeowners Association has requested an extension of the existing no-parking zones on the north side of both driveway entrances to 45 feet instead of the existing 25 feet. The no-parking zone is currently 45 feet on the south side of each driveway and 25 feet on the north side of each driveway. Staff recommends approval of this request.



TSC-13-008 \Spaulding Oaks Driveway – No Parking Request for 45 feet

Spaulding Oaks North Driveway: 25 foot no-parking area on north side; 45 foot no-parking area on south side.

Request to increase no-parking zone on north side of driveway to 45 feet.

TSC-13-008 \Spaulding Oaks Driveway – No Parking Request for 45 feet

Spaulding Oaks South Driveway: 25 foot no-parking area on north side; approximately 45 foot no-parking area on south side (to RR crossing).

Request to increase no-parking zone on north side of driveway to 45 feet.

TSC-13-008 \Spaulding Oaks Driveway – No Parking Request for 45 feet